

## **DISTRICT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities until relieved by a superior officer. Employees of this class also have primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Assistant Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs work with a high degree of independence in the performance of their assigned duties. Work performance is reviewed by the Assistant Fire Chief, and this class ranks directly below that of Assistant Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all fire suppression operations on an assigned shift. Investigates complaints against department personnel and formulates a recommendation for action to be taken.

Completes any forms and records required, including payroll records and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Writes letters to handle problems or answer requests addressed to the fire department.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate employees at the scene of a fire or other emergency and directs emergency scene activities, including size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, salvage, overhaul, safety precautions, and administering of first aid, CPR, and other emergency medical assistance. Participates in handling situations involving hazardous materials. Maintains fire ground communications.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Conducts classroom training, conducts drills and evolutions, and provides on-the-job training for employees.

Collects information for pre-fire planning by visiting places of public assembly and becoming familiar with all area features which might become important in a fire or emergency situation.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; provides for the security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel who take charge of investigation of arson fires. Testifies in court when required.

Assists in supervising the care of fire fighting apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance when required. Personally tests or directs the testing of equipment to assure that it meets applicable standards. Writes specifications for new fire department equipment. Recommends major purchases for the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain with at least three (3) years in that class immediately preceding the closing date for application to the board.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Fire Service Instructor II, Fire Officer II, and Fire Investigator.

The above certifications must be accredited by the National Board

on Fire Service Professional Qualifications(Pro Board) or the International Fire Service Accreditation Congress(IFSAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

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